

COMMERICAL PERMIT REQUIREMENTS

The following are local requirements used to determine when a building permit is needed.

Primary Structures		YES	NO		YES	NO
	New Structure	✓		Construction Trailer	LIP	✓
	Additions ¹	✓		Adding/Replacing Awnings ²		✓
Accessory Structures ³		YES	NO		YES	NO
	Nonpublic Structures Under 200 Sq. Ft	LIP	✓	Additions	✓	
	Nonpublic Structures Over 200 Sq. Ft	✓		Decks	✓	
	Public Occupied Structures	✓		Fences ⁴		✓
	Swimming Pools	✓		Concrete Patio/Slabs	LIP	✓
Remodeling		YES	NO		YES	NO
	Painting and Wallpapering		✓	Exterior Painting	LIP	✓
	Replacing Floor Covering		✓	Siding ⁵	LIP	✓
	R/R False Ceiling		✓	Installing False Ceiling	✓	
	R/R Roof Rafters	✓		Re-Roofing ⁶		✓
	Removing Non-Structural Walls		✓	Building interior walls ⁷	✓	
	Removing Structural and/or Fire Rated Walls	✓		R/R Floor & Ceiling Joist	✓	
	Replacing Drywall/Plaster of nonfire-rated walls over 100 linear feet ⁸	✓		Replacing Drywall/Plaster of nonfire-rated walls under 100 linear feet ⁸		✓
	Replacing Drywall/Plaster of fire-rated walls	✓		I/R/R Cases, Counters Knee Walls		✓
	R/R Roof Decking – Wood Structure Bldg.		✓	R/R Roof Decking – Steel Structure Bldg.	✓	
	Enclosing an Door or Window opening	✓		Adding New Door & Window openings	✓	
	Replacing Doors & Windows w/smaller openings	✓		Replacing Doors & Windows w/larger openings	✓	
	Replacing Doors & Windows w/same openings ⁹		✓	I/R/R portable room dividers ¹⁰		✓

General Notes

I/R/R = Installing, Replacing, Repairing **R/R** = Replacing and/or Repairing **LIP**= Location Improvement Permit Needed

¹ Additions Include canopies, decks, lean-tos, and loading docks.

² Awning is defined as a temporary like frame attached to the building that serves to cover a window or door.

³ Accessory Structures Include Bus Stops, Picnic Shelters, Sheds, Equipment Shelters, Freezer and Coolers

⁴ Fence standards still apply to all fences.

⁵ Siding is the addition of any new materials on top of existing materials on the exterior walls of any structure. **The removal of existing Asbestos siding is required before any new material may be added.**

⁶ Re-roofing consists of tearing off the old shingles and laying new shingles. In some case, it can include adding a new layer of certain types of shingles on top of existing shingles. There cannot be more than two layers of any roofing material.

⁷ Interior wall include walls that are framed and covered by drywall and plaster but do not meet with the ceiling.

⁸ Exposed Electrical work must meet current electrical codes.

⁹ Replacement doors and windows must be replaced with the with the functionality type. If not, approval is needed but no permit.

¹⁰ Portable room dividers include cubic walls, portable partitions, and flea market tenant display walls

Construction Design Release –

Majority of commercial and industrial construction might require a Construction Design Release. This is regulated and issued through Indiana's Department of Homeland Security. Please consult with them to determine if the project requires a State Design Release. <http://www.in.gov/dhs/>

Who can submit for a permit?

Any person who is doing work that requires a building permit within the city limits of Shelbyville must be registered with the city as a Building Contractor.

To get registered as a Building Contractor, an application must be submitted along with an original \$10,000 surety bond made payable to the City of Shelbyville and a certificate of insurance showing general liability insurance.

Multi-tenant Buildings – For new construction of a multi-tenant building, one permit will be issued for the overall building and then each tenant space will need an individual remodel permit to build out the space. Each tenant will receive a separate Certificate of Occupancy.

What must be submitted for a permit? You must submit two set of architecture building plans.

1. A copy of a Construction Design Release from the State of Indiana if the construction requires one.
<http://www.in.gov/dhs/>
 2. A completed Location Improvement and Building Permit Application with original signatures of both the registered contractor and building owner.
 3. A floor plan indicating the construction work being done. Please add dimensional data.
 4. In addition to the floor plan, an electrical plan, mechanical plan and plumbing plan are needed to be included if construction involves them.
 5. A site plan showing dimensions of new structures and distance from property lines and other structures.
 6. Wall Sections if you are installing outside walls or fire rated walls.
 7. A Footer section for new buildings or additions.
 8. Roof rafter specs if installing or replacing a roof.
 10. Building Elevations. Please add dimensional height data and light information.
 9. A Life Safety plan
- ❖ Building Inspectors review submitted paper work and will advise on adjustments that are needed to meet code. They are not a source to help design projects.

Other permits required

Some construction may require you to obtain other permits. If a building permit is required, it must be issued before the other permits can be issued. The following are the other permits issued by our department.

1. An electrical permit is required for electrical work. A registered electrician must pull an electrical permit.
2. A plumbing permit is required to run new lines, install new drains and for all new construction. If you are replacing existing fixtures in their current location, you do not need a permit. A registered plumber must pull a plumbing permit.
3. A mechanical permit is required for installation or replacement of any mechanical equipment and/or duct work.

Time frame: Commercial and Industrial permits are good for two years. If your project takes longer than two years, the permit must be renewed. Your registration must be up to date as well before we can renew the permit.

Inspections: All inspections must be completed before you can use your structure or remodeled area. Inspection guidelines will be given out when the department issues you a building permit.

Other information:

Please visit our website <http://www.cityofshelbyvillein.com/Departments/BuildingandPlanCommission.aspx> to gather important information and regulations on residential projects.

FINES: Fines may be issued for work done without the proper permits and licensing. Also, Fines may be issued for re-inspection if a job fails an inspection.

Building Permit Fees

New Structures and Additions		Location Improvement Permit	
.12 per square footage with a minimum of \$50		\$30	
Remodel Permit		Plumbing Permit	
Base Fee \$150 plus .04 per square foot		Commercial - \$100 plus \$2 per fixture after 4. Industrial - \$200 plus \$2 per fixture after 4	
Electrical Permit			
COMMERCIAL		INDUSTRIAL - Base on size of service	
Base Permit Fee	\$50	up to 400 amps	\$250
Entrance Equipment	\$10 per 100 amps	401-800 amps	\$350
Sub Panels	\$5 each	801-1600 amps	\$500
Motor	\$5 each	Over 1600 amps	\$750
Circuits	\$4 each	Minimum permit	\$200
Signs or Lights on poles	\$10 each	Construction trailers	\$50 each
Construction trailers	\$50 each		
Mechanical Permit			
Commercial and Industrial			
First 5-8 Ton and Under split system			\$100
each additional 5-8 Ton & Under split system			\$50
First 5-10 Ton & Under Rooftop			\$75
Each Additional 5-10 Ton & Under rooftop			\$50
First 11-20 Ton Rooftop			\$100
Each Additional 11-20 Ton rooftop			\$50
First over 20 Rooftop			\$250
Each Additional over 20 Ton rooftop			\$100
First refrigeration system			\$100
Each additional refrigeration system			\$75
First commercial kitchen exhaust system			\$150
Each Additional kitchen exhaust system			\$75
Ducted fan system (other than kitchen or restroom)			\$75
Cooling Towers (each)			\$200